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UNIT 35605
FPO AP 96606-5605

ForO 1500.1

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11 AUG 1993

FORCE ORDER 1500.1

From: Commanding General
To: Distribution List

Subj: JAPAN OBSERVER EXCHANGE PROGRAM (JOEP)

Encl: (1) Sample Message Itinerary (USMC Hosting Unit)
(2) Sample After Action Report ("A" Events)
(3) Sample Message Identifying JOEP Participants
(4) Sample After Action Report "B" Events
(Submitted by Senior Marine attending)
(5) Clothing and Equipment

1. Purpose. To promulgate policy and guidance for implementing JOEP in III Marine Expeditionary Force (MEF).

2. Background. JOEP provides opportunities for Marines and Sailors of III MEF and members of the Japanese Self Defense Force (JSDF) to observe training of their counterparts in order to increase mutual understanding and interoperability. This program affords invaluable cultural and professional interaction between the III MEF Navy/Marine Corps Team and JSDF personnel.

3. Information

a. The CG, III MEF (AC/S, G-3) coordinates JOEP for all III MEF units. Numerous observer exchange events occur between JSDF and III MEF commands throughout the year. Events are characterized as "A" events (JSDF visits to III MEF) and "B" events (III MEF visits to JSDF). Additionally, JSDF personnel attending professional schools such as the National Institute for Defense Studies (NIDS), Joint Staff College (JSC), Maritime Staff College (MSC), Advanced Command and Staff College (ASC), and Officer Candidate School (OCS) classes routinely request briefings/static displays to deepen their understanding of US strategies and bilateral training issues. Visits by OCS classes are referred to as "D" events and visits to Marine Air Wing units are referred to as "W" events. "A" and "B" events are hosted alternately by III MEF Command Element and JSDF commands.

b. III MEF, Major Subordinate Commands (MSC), and Major Subordinate Elements (MSE) share hosting responsibilities for all exchange visits with the JSDF. The Commanding General, III MEF (AC/S, G-3) coordinates JOEP events during semiannual Training Study Panels (TSPs). Additional JSDF JOEP visits are coordinated through the United States Forces Japan (USFJ), Okinawa Area Field Office (OAF0).

4. Scope. JOEP introduces participants to military procedures, training techniques, language, and customs of their counterparts. Duration of JOEP visits range from two hours to approximately five days. JSDF participants range from Flag Officers to NCOs. Marine Corps participants include company grade officers and SNCOs.

5. Action. The AC/S, G-3 has overall responsibility for the JOEP within III MEF and must ensure that the following actions are completed:

a. III MEF JOEP Project Officer

(1) Coordinates JOEP events with MSC/MSE JOEP Project Officers.

(2) Designates unit(s) to host/participate in scheduled JOEP events, with consideration given to scheduled operational commitments.

(3) Assists host/participating units in coordinating billeting, transportation (ground/air), messing and other arrangements as may be required.

(4) Ensures that funding is requested and planned for in support of JOEP.

(5) Coordinates with MSC/MSE project Officers to ensure that names of participants are submitted to unit G-1/S-1 no later than 15 working days prior to each scheduled "B" event. Orders are the responsibility of parent commands that have personnel attending subject JOEP events.

(6) If transportation of JSDF personnel by U. S. military aircraft is required, authorization must be requested from CG, MARFORPAC via the III MEF (AC/S G-3/Air)

b. Host Unit responsibilities for "A" events (JSDF visits to III MEF)

- (1) Plans, coordinates, and executes assigned JOEP events.
- (2) Ensures that all assistance and courtesies are extended to JSDF visitors from the time of their arrival to their departure.
- (3) Using the format at enclosure (1), schedules and publishes an itinerary no later than 15 working days prior to the event. Provides a copy of the itinerary to the Commanding General, III MEF, AC/S, G-3 JOEP coordinator.
- (4) Coordinates transportation, messing, billeting, and other necessary arrangements. Advises the MEF JOEP Project Officer of any area requiring assistance.
- (5) Submit an after action report within ten working days of completing an event to CG, III MEF, AC/S, G-3/JOEP using the format at enclosure (2).

c. Hosted Unit responsibilities prior to "B" Events (III MEF visits to JSDF)

- (1) Provides names of participating Officers/SNCOs to CG, III MEF (AC/S G-3/JOEP) at least 14 days prior to the first day of the scheduled event, using format at enclosure (3).
- (2) Coordinates all transportation requirements from parent unit location to/from point of embark (in Okinawa). This portion of transportation is parent unit responsibility.
- (3) Ensures participants receive their TAD orders one week prior to the scheduled date of departure. Appropriation data (for JOEP events) will be obtained from III MEF G-1 by participating unit G-1/S-1 personnel.
- (4) MSC/MSE Senior Marine participant will submit an after action report via MSC/MSE JOEP Project Officer, to CG, III MEF AC/S, G-3/JOEP within 10 working days following completion of all "A" and "B" events, using format at enclosure (4).

6. Coordinating Instructions

a. III MEF Unit(s) Hosting "A" Events

(1) Funding. No official entertainment funds are available to defray expenses associated with visits to Marine Corps units.

(2) Messing. JSDF personnel will pay cash (U.S. dollars) for all meals they consume. Receipts should be provided by the facility where the expense was incurred. Receipts provided by host unit must be typed on command letterhead stationary.

(3) Billeting. JSDF personnel will be billeted in Bachelor Officer Quarters (either transient or permanent) or any Temporary Lodging Facility (TLF) depending on availability. Billeting expenses will be paid in cash (U.S. dollars) by visiting JSDF personnel. Receipts should be provided upon request per par (2) above.

(4) Escorts. The host unit must ensure that a sufficient number of escort officers are assigned. Every effort will be made to ensure that escort officers are free of other obligations for the duration of the visit.

(5) Recreation. Plan for and execute recreational activities for JSDF personnel. Receptions should also be scheduled as early in the visit as possible. These events must be coordinated with all agencies involved prior to the actual arrival of JSDF visitors.

b. JSDF hosted "B" Events (III MEF visits to JSDF)

(1) Funding. III MEF, (AC/S G-3/JOEP) will fund for air transportation, M&IE, and actual billeting costs associated with JOEP "B" Events.

(2) Messing. Marine Officers/SNCOs visiting JSDF commands will pay cash (Yen) for all meals consumed. USMC participants must ensure that they have sufficient quantities of Yen to pay for meals and billeting expenses (approximately 5,000 yen will be more than adequate to cover all required messing expenses). Meals and Incidental Expenses M&IE will be paid to all III MEF participants for the duration of "B" events.

(3) Billeting. Actual billeting expenses incurred will be reimbursed. Marine Officers/SNCOs visiting JSDF commands will pay cash (Yen) for all costs associated with billeting (approximately 5,000 Yen will cover all billeting expenses). Participants must obtain an individual receipt for billeting expenses and submit the same with their travel claim.

(4) Transportation. Transportation (via bus) will be provided by the JSDF host unit from/to the point of arrival in mainland Japan. Additionally, JSDF host unit will provide all necessary transportation requirements during the conduct of "B" events. Military/Commercial air arrangements are the responsibility of the MSC/MSE JOEP Project Officer. Government aircraft will be used as a rule; however, use of commercial air may be authorized when use of government aircraft is not convenient/available to Japanese host unit locations. Government transportation will be used on Okinawa. The senior participant in "B" events must keep his/her MSC/MSE JOEP Project Officer advised of proposed travel arrangements and any special considerations associated with the trip.

(5) Travel Uniform. Travel in appropriate civilian attire on all commercial aircraft is mandatory. Travel aboard military aircraft in camouflage utilities is directed. Additionally, recommended uniform/equipment items are listed at enclosure (5).

c. Unit(s) Hosting JSDF Officers and Officer Candidates Visitation Program ("D" Event)

(1) JSDF Officers/Officer Candidates will spend approximately one day on Okinawa. This program is hosted by the JSDF at Camp Naha. At a designated time (TBD) for the Marine Corps visit, JSDF visitors will arrive by bus at a site designated/coordinated by the assigned MSC/MSE JOEP Project Officer. Host unit representative(s) will receive JSDF personnel and present unit command brief, a static display and/or a live fire demonstration. The intent is to familiarize JSDF Officers/Officer Candidates with operations in the field. Units are responsible for the visitors until they reboard transportation for the return trip to Camp Naha.

(2) Host Unit. The MSC/MSE JOEP action officer will coordinate all activities with subordinate elements and provide a copy of all correspondence to III MEF JOEP Officer.

(3) Equipment. Displayed equipment should be representative of the organic/unique equipment used by the host unit. The Ground Combat Element (GCE), Aviation Combat Element (ACE) and Combat Service Support Element (CSSE) should be represented if possible. Should a training evolution take place on the day of a JSDF visit, i.e., Live Fire and or Maneuver event, incorporation of that training event is highly encouraged.

7. Miscellaneous

a. Gifts. There is "NO" informal requirement to present or exchange gifts during JOEP events.

b. Non-designated/supporting units. Units in III MEF, not designated to host specific JOEP events, are/will be expected to assist the host unit if requested. The III MEF JOEP Project Officer will coordinate assistance or resolve coordination problems as necessary.

c. Interpreter Support

(1) The majority of Marine Camps on Okinawa have an assigned Community Relations Specialist that may be requested for interpreter support during the conduct of JOEP events. Coordination with the Camp Commander's Office of the specific Camp visited for interpreter support is a host unit responsibility.

(2) Marine Corps Bases Japan G-5 may provide interpreter support during JOEP events (coordination required) based on interpreter availability.

(3) HQSVCBN III MEF (Intel Co, Interrogator Translator Platoon (ITP) may be another option for translator support based on Japanese linguist availability.



DISTRIBUTION: List I/II

SAMPLE MESSAGE ITINERARY
(USMC HOSTING UNIT)

FROM (HOSTING UNIT)

TO CG III MEF//G-3/JOEP//

INFO (As warranted)

UNCLAS //NO1500//

MSGID/GENADMIN//

SUBJ/JOEP EVENT # FROM TO

REF/A/MSG/FORO 1500.1

REF/B/MSG/(APPLICABLE MESSAGES)

REF/C/MSG/(APPLICABLE MESSAGES)

REF/D/MSG/(APPLICABLE MESSAGES)

NARR/REF A PROV GUID FOR III MEF JOEP PROGRAM

RMKS/1. PER THE REFS THE FOL ITINERARY IS PROV FOR SUBJ EVENT.

DATE	TIME	EVENT(S)	LOCATION
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2. POC FOR SUBJ EVENT IS: (GRADE, NAME, TELEPHONE).

Enclosure (1)

ForO1500.1

SAMPLE AFTER ACTION REPORT
("A" EVENTS)

From: Commanding Officer (Hosting Unit)

To: Commanding General, III MEF (G-3/JOEP)

Subj: AFTER ACTION REPORT OF JOEP EVENT # OF (DATES) WITH (UNIT)

Ref: (a) ForO 1500.1

1. Per the ref the following is submitted:

- a. Dates (Inclusive)
- b. Transportation
- c. Billeting
- d. Messing
- e. Training observed
- f. Operations participated in (If applicable)
- g. Recreational events
- i. Highlights
- j. Problems encountered
- k. Recommendations
- l. Additional observations/comments

SIGNATURE

Enclosure (2)

SAMPLE MESSAGE IDENTIFYING JOEP PARTICIPANTS

FROM (UNIT)
TO CG III MEF//G-3/JOEP//
INFO (As warranted)
UNCLAS //NO1500//
MSGID/GENADMIN//
SUBJ/NOMINEES FOR JOEP EVENT # (INCLUSIVE DATES)//
REF/A/MSG/ForO 1500.1//
REF/B/MSG/(APPLICABLE MESSAGES)//
NARR/REF A PROV GUID FOR III MEF JOEP.
RMKS/1. PER THE REF THE FOL IS SUBMITTED:

NAME	GRADE	SSN / MOS	BILLET	UNIT	JAPANESE LANGUAGE ABILITY (NOTE)
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2. ALTERNATE NOMINEES ARE AS FOLLOWS:

NAME	GRADE	SSN / MOS	BILLET	UNIT	JAPANESE LANGUAGE ABILITY (NOTE)
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NOTE: Indicate capability as GOOD, FAIR, or NONE for each primary and alternate participant.

Enclosure (3)

CLOTHING AND EQUIPMENT

1. Recommended clothing for officers/SNCOs participating in JOEP Events.

<u>QUANTITY</u>	<u>ITEM</u>
1	SERVICE UNIFORM (SEASONAL)
2	SETS, CAMOUFLAGED UTILITIES
1	PAIR BLACK DRESS SHOES
1	PAIR BOOTS
1	UTILITY COVERS
1	SERVICE/GARRISON COVER
2	CIVILIAN ATTIRE (OUTFITS)
1	PT GEAR (SET)
1	PAIR RUNNING SHOES
1	ALL WEATHER COAT

2. Recommended equipment.

<u>QUANTITY</u>	<u>ITEM</u>
1	SET RAIN GEAR
1	CARTRIDGE BELT
2	CANTEENS W/POUCHES AND 1 CANTEEN CUP
1	SET PERSONAL HYGIENE ARTICLES
1	FLASHLIGHT
1	KEY/COMBINATION LOCK

3. Recommended cold weather clothing/equipment is as follows.

<u>QUANTITY</u>	<u>ITEM</u>
1	FIELD JACKET W/LINER
1	PAIR FIELD GLOVES W/WOOL INSERTS
2	PAIR LONG JOHNS
1	SERVICE SWEATER
1	WATCH CAP
3	PAIR GREEN CUSHION SOCKS

Enclosure (5)

ForO 1500.1

SAMPLE AFTER ACTION REPORT "B EVENTS
(Submitted by Senior Marine attending)

From: (Senior Marine Officer)
To: Commanding General, III MEF (G-3/JOEP)
Via: (Chain of Command)

Subj: AFTER ACTION REPORT OF JOEP EVENT # (INCLUSIVE DATES) WITH
(JAPANESE UNIT)

Ref: (a) ForO 1500.1

1. Per the ref the following is submitted:

- a. Location of JSDF unit visited
- b. Number of USMC participants
- c. Training observed
- d. Significant events
- e. Transportation/billeting/messing
- f. Recommendations
- g. Observation/comments

SIGNATURE

Enclosure (4)